## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1800

Page ] of 2

Regional & MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT) Division/Unit Region State Highway Administration (SHA) Intermodat Planning (RIPD) Agency State Highway Administrtion (SHA)

	Trace ingliway Administration (SIA)		
Item No	Description	Retention	
1.	GENERAL CORRESPONDENCE AND ADMINISTRATIVE Subject arrangement of original incoming copies of outgoing letters, memoranda, so reports, directives, policies, and other related to the administrative of the Reg Intermodal Planning Division.	letters, Screen annually and detudies, that material no longer	and other e plann- lustrate Regional g Divsiion eventual
2.	Road Transfers Letter sized files arranged by route num These records identify who owns the road Municipality, County and State).	Permanent. Transfer periodically to the Man State Archives (MSA).	Tyland
3 <b>.</b>	Special Issues Files: Letter size paper files arranged alphabe first by county, then by project name. correspondence, reports and/or other doction for short-term planning issues whic fall under one specific route. SHA may necessarily even be the lead agency, but asked to provide input/expertise. Examp include: development sites (Redskins staagreement with counties, review of count plans, etc.	Includes after SHA becomes inact project: then forward MD State Records Center additional 10 years; the has been les	tive in to the r for an
	oved by Department, Agency, ivision Representative.	Schedule Authorized by State Archivist.	9 .

Date

Signature-

Type Name-

Asst. Chief, RIPD

Dennis N. Simpson

Title

ward C. Saperfore for

Date

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No.

1800

Page 2 of 2

Item No	Description		Retention
4.	State Route Files: Letter size paper files, arranged alphanumerically first by county, then by route number. These are the historical state route files and include docuentation of the planning activities on the various routes located in Maryland.		Transfer periodi- ne MD State Archives.
* 5.	Metropolitan Planning Organization (MPO) Files: Letter sized files arranged alphabetically by subject, then by program year. Includes informa- tion on the Transportation Improvement Program (RIP) and long-range plans; current MPO committee and sub-committee meeting minutes and handouts that are used on a daily basis; and SHA's input into the programs, representating a history of SHA's transportation program in urban areas.	then forwar Records Cer	n office for 2 years; rd to the MD State nter for an additional nen destroy.
6.	Public/Private Third Party Agrements: Letter sized files arranged alphabetically by subject or numerically by route. These records include all the backup materials and documentation for negotiations of third party agreements (i.e. with counties, developers, or others) as well as the final negotiated agreement for special project or issues. These records must be kept permanently because the agreements identify which agency is responsible for implementation, maintenance, etc.	a,ally to the	Transfer periodic- e MD State Archives.
7!	Roll Plans: Large bulky sized plan rolls (approx. 24" long x 42" wide) currently stored in tube files (not condusive for microfilming). These plan sheets illustrate various feasibility study/planning concepts. They are one-of-a-kind documents generated by the RIPD.	then forwar Records Cer	office for 5 years; rd to the MD State nter for an addition- s; then destroy.
*	Non-Record RIPD-File. This file contains copies of records located in any of the following MPO Offices: Washington, DC; Baltimore, Cumberland, Hagerstown, MD and Wilmington, Delaware.		
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hattyctions - Type or Print a separate form for each	RECORDS M	OF GENERAL SERVICES  VANAGEMENT DIVISION	PAGE OF	
new or revised record series, forward with Record Retention Schedule (DGS 550-1)	P	VATERLOO ROAD LO. BOX 275 , MARYLAND 20794		
partment/Agency	2. Division		3. Unit	
State Highway Administration (RIPD)	Office of Plann	ing & Preliminary Engrg.	Reg'l & Intermodal Plan. Div.	
OFFINITION - RECORD SERIES - A group of related	records normally filed and	d used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
General Correspondence/Administration			1972 to Present	
6. Record Series Description (Briefly describe the type Letter size paper files, arranged alphabeti These files include routine correspondence reports and general administrative records	ically by subject. æ, letters of inquiry, n			
7. Record Series Format(s)	8. Record Series S	equence	9. Volume  (X) File Drawer(s)	
Letter Size 🗆 Microfilm	iX Alphabetica	d .	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
☐ Legal Size ☐ Computer Tape	Numerical     Chronological		Number	
☐ Sound Book ☐ Floppy Disk				
1 Audio Tape 🔲 Video Tape	☐ Geographic	al	10. Annual Accumulation  10. File Drawer(s)	
□ Other (specify)	☐ Other (spec	cify)	2	
11. File is Used Daily □ Weekly	□ Monthly	12. File Becomes Inactive Aft  R  Number	er Month(s) (2 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplical	ed Elsewhere?	
707 N. Caivert St/5th floor		(If yes, specify agency or office)  ☐ Yes D No		
15. Access Restrictions	· · · · · · · · · · · · · · · · · · ·	15. Audit Requirements		
		None D'State D Federal D Independent		
17. Is an Index System Used? (If yes, explain briefi any hadware/software  17. Yes YG No	ly and describe	longer needed for policies, and othe planning and polic opment of the ager	destroy that material no current business. Directives r material related to the y that illustrate the develocy retain permanently for to the MD State Archives.	
Name and Title of Preparer Doug Simmons, RIPD Division Chief	20. Telephone Number 410/545-5675	21.	Date January 31, 1996	

DGS \$50-4 (Hev. 1/93) Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. Division Office of Planning & Preliminary Engrg.		PAGE 2 OF 7  3. Unit  Reg'l & Intermodal Plan. Div.	
State Highway Administration (RIPD)				
DEFINITION - RECORD SERIES - A group of related re	cords normally, filed and	d used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Title			S. Earliest Year/Latest Year	
Road Transfers			1972 Present	
6. Record Series Description (Briefly describe the types the Letter sized files arranged by route number. and State.				
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume	
Letter Size	Cl Alphabetics	jal.	च्छ्री निश्न Drawer(s) ☐ Microfilm Reel(s)	
☐ Legal Size ☐. Computer Tape	M Numerical		Number C Other (specify)	
□ Sound Book □ Floppy Disk	D Chronological			
Audio Tape   Other (specify)	Geographic  Cl Other (spec		10. Annual Accumulation    File Drawer(s)     Microtim Reel(s)     Computer Tape(s)     Number   Other (specify)	
11. File is Used  CI Daily Weekly	☐ Monthly	12. File Becomes Inactive Aft  Number N/A	or Month(s) (3) Year(s)	
13. Current Location(s) (Bidg., Floor, Room) 707 N. Calvert St./Sth floor		14. Is Record Series Duplicat (If yes, specify agency or R) Yes		
15. Access Restrictions D Yes M. No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	☐ Federal ☐ Independent	
17. Is an Index System Used? (If yes, explain brielly a any hadware/software  17. Is an Index System Used? (If yes, explain brielly a siny hadware/software)  18. It is an Index System Used? (If yes, explain brielly a siny hadware/software)	and describe	18. Recommended Retention Permanent. Transf MD State Archives	er periodically to the	
Name and Title of Preparer oug Simmons, RIPD Division Chief	0. Telephone Number 410/545-5675	21.	Date January 31, 1996	

0GS 550-4 (Rev. 1/93) Figure 1

hstructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)  partment/Agency State Highway Administration (RIPD)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. Division Office of Planning & Preliminary Engrg.		PAGE 3 OF 7  3. Unit Reg1 & Intermodal Plan. Div.
OEFINITION - RECORD SERIES - A group of related record.  4. Record Series Title  Special Issues Files	ords normally fied and	l used as a unit for reference as	s. Earliest Year/Latest Year  1972 to Present
6. Record Series Description (Briefly describe the types of Letter size paper files arranged alphabetically Includes correspondence, reports and/or othe specific route. SHA may not necessarily ever include: development sites (Redskins stadium	first by county, the documentation for the lead agence.	nen by project name. Or short-term planning issu by, but has been asked to p	ues which do not fall under one provide input/expertise. Examples
7. Record Series Format(s)  1. Letter Size	8. Record Saries Sequenca  Alphabetical  Numerical  Chronological  Geographical  Other (specify)		9. Volume    State   File Drawer(s)
11. File is Uşed B Daily □ Weekly	- Monthly	12. File Becomes Inactive Aft 2	Number
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert St./5th floor	-	14. Is Record Series Duplicat (If yes, specify agency of	
15. Access Restrictions   'Yes of No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements Liú None □ State	☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly an any hadware/software	d describe	becomes inactive i	e for 2 years after SHA in project; then forward ce Records Center for an
Dolog Simmons, KIPD Division Chief 20.	Telephose Number 410/545-5675	21.	Dawe January 31, 1996

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bgs 550-4 (Rev. 1/93) Figure 1

Instructions - Type or Print a separate form for each new of revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS MAN 7275 WAT P.O.	F GENERAL SERVICES IAGEMENT DIVISION FERLOO ROAD 1 BOX 275 ARYLAND 20794	PAGE 4 OF		
gertment/Agency	2. Oivision		3. Unit		
e Highway Administration (RIPD)	Office of Planning	& Preliminary Engr	Reg'l & Intermodal Plan. Div.		
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and us	sed as a unit for reference	as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
State Route Files			1972 Present		
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  Letter size paper files, arranged alphanumerically first by county, then by route number. These are the historical state route files and include documentation of the planning activities on the various routes located in Maryland.					
7. Record Series Format(s)	8. Record Series Sequ	vence	9. Volume		
DLetter Size 🗀 Microfilm	☐ Alphabetical		File Drawer(s)  Microfilm Reel(s)		
□ Legal Size □ Computer Tape	Numerical		Computer Tape(s)   Number		
☐ Bound Book ☐ Floppy Disk	☐ Chronological				
Audio Tape	M Geographical		10. Annual Accumulation		
Other (specify)	Cl Other (specify)		Diamental		
11. File is Used  Daily Deekly	☐ Monthly	2. File Becomes Inactive	After : 3 Month(s) G Year(s)		
13. Current Location(s) (Bidg., Floor, Room)	1	4. Is Record Series Dupl			
707 N. Calvert St./5th floor		(If yes, specify agency	y ar affice) No		
15. Access Restrictions ☐ Yes 💆 No (If Yes, cite Law(s) & Regulation(s)	•	16, Audit Requirements			
(it is a contaguation		None 13 St	ate D Federal D Independent		
17. Is an Index System Used? (If yes, explain briefly an any hadware/software	d describe	18. Recommended Retention .			
□ Yes (bg No		Permanent Trans MD State Archiv	sfer periodically to the ves.		
	Telephone Number 410/545-5675		<b>21. Date</b> January 31, 1996		
DGS 550-4 (Hev. 1/93)					

Figure 1

Instructions - Type or Print a separate form for each	DEPARTMENT	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
new or revised record series, forward with Record Retention Schedule (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE <u>5</u> OF <u>7</u>		
apartment/Agency	2. Division		3. Unit		
te Highway Administration (RIPD)	Office of Plann	ing & Preliminary Engrg.	Reg'i & Intermod	al Plan. Div.	
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and	i Used as a unit for reference as	well as retention and di	sposition purposes.	
4, Record Series Title			5. Earliest Year/Lates	it Year	
Metropolitan Planning Org. (MPO) Files			1972	Present	
6. Record Series Description (Briefly describe the types of Letter sized files arranged alphabetically by Improvement Program (TIP) and long-range handouts that are used on a daily basis; and transportation program in the urban areas.	subject, then by pro	ogram year. Includes infor O committee and sub-com	mation on the Tran	sportation	
7. Record Series Format(s)	6. Record Series S	equence	9. Volume	<u> </u>	
Letter Size D, Microfilm	Alphabetica	4		☐ File Drawer(s) ☐ Microfilm Reel(s)	
□ Legal Size □ Computer Tape	☐ Numerical			Computer Tape(s)     Other (specify)	
□ Bound Book □ Floppy Disk	. Chronologic	cal			
, 1 Audio Tape   ☐ Video Tape	II Geographic		10. Annual Accumula		
Ther (specify)	□ Other (spec			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
11. File is Used  Daily  Deckly	☐ Monthly	12. File Becomes Inactive Aft	er Month(s)	Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert St./5th floor		14. Is Record Series Duplical (If yes, specify agency of Yes (50 me)			
15. Access Restrictions		16. Audit Requirements  None 🏻 State	☐ Federal I	□ Independent	
17. Is an Index System Used? (If yes, explain briefly a any hadware/software   Yes (A) No	und describe	18. Recommended Retention Maintain in office to the MD State Re- ional three years;	for 2 years; t		
Name and Title of Preparer Ong Simmons, RIPD Division Chief	0. Telephone Number 410/545-5675	21	January 31,	1996	
GS 550-4 (Rev. 1/93) Figure 1	,				

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record 7275 WA P.C P.C JESSUP, I		OF GENERAL SERVICES IANAGEMENT DIVISION YATERLOO ROAD O. BOX 275 , MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE 6 OF 7	
		ing & Preliminary Engi	3. Unit	
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and	used as a unit for reference	es well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
Public/Private Third Party Agreements			1972 to Present	
6. Record Series Description (Briefly describe the types  Letter sized files arranged alphabetically by and documentation for negotiations of third executed agreements for projects or issues t which agency is responsible for implementa	subject or numerical party agreements (chroughout Marylan)	ally by route. These rec (i.e., with counties, deve d. Must be kept perman	ords include all the backup materials lopers, or others) as well as the final sentity because agreements identify	
7. Record Series Format(s)	6. Record Series S	edneuce	9. Volume	
A Letter Size	区 Alphabetica	4	Ø1. File Drawer(s) ☐ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		☐ Computer Taps(s) Number ☐ Other (specify)	
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	Cal		
Audio Tape	X Geographic	:al	10. Annual Accumulation	
Other (specify)	Other (spec	pify)	S   File Drawer(s)	
11. File is Used  □ Daily □ Weskty	☐ Monthly	12. File Becomes Inactive	After : II Month(s) II Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert St./5th floor		14. Is Record Series Dup (If yes, specify agend VI Yes	cy or office)	
15. Access Restrictions		16. Audit Requirements	ate O Federal D Independent	
17. Is an Index System Used? (If yes, explain briefly a any hadware/software	and describe	18. Recommended Retention		
□ Yes pat No		Permanent. Tr Maryland State	ransfer periodically to the Archives.	
Name and Title of Preparer oug Simmons, RIPD Division Chief	0. Telephone Number 410/545-5675		<b>21. Date</b> January 31, 1996	

bas 550-4 (Rev. 1/93) Figure 1

InstructionsType or Print a separate form for each	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
Rétendon Schedule (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE	
spartment/Agency	2. Oivision		3. Unit	
te Highway Administration (RIPD)	Office of Plann	ing & Preliminary Engrg.	Reg'l & Intermodal Plan. Div.	
DEFINITION - RECORD SERIES - A group of related re	ecords normally filed and	l used as a unit for reference as	well as retention and disposition purposes.	
4. Record Series Tide		-	5. Earliest Year/Latest Year to	
Roll Plans			1972 Present	
Large bulky sized plan rolls (approximately microfilming) These plan sheets illustrate generated by the RIPD.				
7. Record Series Format(s)  8. Record Series		·	9. Volume    File Drawer(s)   Microfilm Real(s)   10   Computer Tape(s)	
☐ Legal Size ☐ Computer Tape ☐ Bound Sook ☐ Floppy Disk	Numerical  Chronologic	2al	Number M Other (specify)  Plan ralls file boxes	
. 1 Audio Tape 🔲 Video Tape	☐ Geographic		10. Annual Accumulation	
ther (specify)  Tube files	Other (spec		File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Mumber   Mumber   Computer Tape(s)   Mumber   Mumber	
11. File is Used  XI Daily   Weekly	□ Monthly	12. File Becomes Inactive Af 5 Number	ter . Month(s) (5) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert St./5th floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes 対 No		
15. Access Restrictions   (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	☐ Federal ☐ Independent	
17. Is an Index System Used? (If yes, explain briefly any hadware/software	and describe	18. Recommended Retention	3	
□ Yes DNO		to the Maryland	e for 5 years; then forward Stte Records Center for an ears; then destroy.	
Name and Title of Preparer  ug Simmons, RIPD Division Chief	20. Telephone Number 410/545-5675	21	. Date January, 31, 1996	